

1) Can the business references for the resumes required in Section L.24.B.3.b be EPA employees?

**The Offeror must use it's own business judgement in determining whom to use as business references.**

2) The personnel categories referred to in Section L.24.B.3.c are not defined in Section M. Will EPA provide definitions for these personnel categories?

**The RFP will be amended to omit the Personnel Category note. The personnel categories listed in Section L.24.B.3.c. are for example purposes only. The Offeror should propose labor categories to fulfill the RFP requirements.**

3) Assuming the hierarchy of EPA's personnel category definitions from highest to lowest is Project Management Personnel, Project Lead Personnel, Project Technical Personnel can we further assume that someone designated as Project Management Personnel may also function as Project Lead Personnel or Project technical Personnel on different tasks?

**The Offeror must submit a proposal which reflects their proposed personnel in support of their own unique technical proposal.**

4) How does EPA intend to perform the described Data Management and Systems Development work with such a limited LOE?

**Section L.23.II.B. of the RFP states that the labor hours represented are the Government's best estimate of the level of effort to be awarded under each of the anticipated contracts to be awarded. In addition, Section L.24.A.5. says that any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained in the proposal. EPA intends for the Offeror to demonstrate how the Offeror will perform the described Data Management and Systems Development work.**

5) Section L.24.B.1.b requests a Labor Hour Mix Matrix demonstrating how the offeror intends to distribute the LOE among the prime and subcontracting team, and by P-Level or labor category. No breakout of hours per labor category is provided by EPA. The lack of specific information here provides a distinct advantage to the incumbents. Will EPA provide a labor hour mix to level the playing field?

**No, EPA will not provide a labor hour mix and does not believe this provides an advantage to the incumbents. The Offeror must propose a labor mix which meets the requirements described in the**

RFP, and supports the Offeror's proposed technical approach. Therefore, the lack of specific information allows each Offeror to propose their own labor mixes without having to conform to EPA established labor categories, while supporting their unique technical approach.

6) The Notes area in Section L.24.B.3.c, EPA states "see item 6 below." Item 6 is not listed. Will EPA provide Item 6?

**Section L.24.B.3.c. will be amended to omit mention of Item 6. The amended note will read as follows:**

**"Relevant Projects/Contracts should include start/finish dates of the project and the individual's involvement. Relevant experience in projects/contracts performed outside corporate experience should be explained in the individual's detailed resume.**

7) Several of the references to sections of the RFP in L.9 (page L-4) appear to be incorrect. Please confirm the correct references and confirm that there are no attachments other than Attachments 1 through 3.

**There are only three (3) attachments to the RFP. The RFP will be amended to indicate the following: the Technical Proposal included in Binder 1 will include "See Section – Evaluation Criteria, and the Section L provisions entitled "Past Performance Information" and "Instructions for the Preparation of Technical Proposals;" the Cost Proposal included in Binder 2 "See Section L provision entitled "Instructions for the Preparation of Cost Proposals;" the Conflict of Interest Plan included in Binder 2 "See Section L provisions entitled "Submission of Organizational Conflict of Interest," "Organizational Conflict of Interest," and "Organizational Conflict of Interest Notification."**

8) It appears from L.9 that the Quality Assurance (QA) Management Plan described in L.21 (page L-15) is not included in the 100-page limitation for the technical proposal. Please confirm.

**The RFP will be amended to exclude the Quality Management Plan from the 100 typewritten page limitation.**

9) The RFP requires respondents to address items a. through f. under L.21 (page L-15) in their Quality Assurance (QA) Management Plans. However, in M.6 (page M-7), the required items include only a. through e. Please confirm if respondents much address item f. in the QA Management Plan.

**The RFP will be amended to include Item f. in the M.6 provision entitled "Responsibility Determination-Quality Management Plan." In addition, the RFP will be amended to include QA specifications in the Statement of Work.**

10)The number of hours specified in Option Period II in H.7(b) (page H-8) and L.23.II. (page L-18) do not match. Please confirm whether Option Period II, Base Quantity hours should be 10,000 or 5,000 hours.

**The RFP will be amended to reflect H.7.b. Option Period II, 5,000 hours.**

11)L.24, B. 3. Personnel Qualifications (Page L-33) specifies that a letter of commitment should be provided for all key personnel, and each subcontractor and consultant. Is this necessary for the prime contractor's staff or only for the subcontractors and consultants?

**Yes, the letter of commitment should be provided for all key personnel to include the prime contractor's staff.**

12)We noticed that this RFP did not contain the Section L clause "Disclosure of Potential Organizational Conflicts of Interest" that is typically included in EPA solicitation conflict of interest language. While the Limitation of Future Contracting clause specifies what types of contracts should be avoided to avoid future conflicts of interest, there is no description of what EPA considers a current conflict of interest (pertaining to current and/or recent historical business). In most of our EPA support contracts, this section is included to provide guidance to contractors as to what to disclose regarding conflicts of interest. We have found this guidance to be very helpful in developing teams, as several of our subcontractors are concerned about potential conflict of interest situations. Given the sensitive nature of work to be conducted under this contract, we feel that this type of guidance is crucial for protecting both the contracting community and EPA in terms of interpretations of conflicts of interest. Our experience has been that contractors do not always view an existing conflict of interest the same way as EPA, and specific examples are often helpful to illustrate the Agency's concerns. Given that no guidance is provided on disclosing conflicts, how will EPA evaluate past performance with respect to conflict of interest concerns?

**The disclosure of potential organizational conflicts of interest**

**provision was removed since potential conflicts of interest are not apparent at this time, and will be scrutinized at the work assignment level.**

13) Under Attachment 1, Statement of Work, the discussion of Compliance Monitoring appears under both Section IV. D, Compliance Inspections and Section IV. F., Outreach. We assume that this discussion more appropriately belongs only under Section IV. D, Compliance Inspections. Please confirm.

**Because Section IV.F.3. Outreach, is already included in Section IV.D. Compliance Inspections, the RFP will be amended to omit Section IV.F.3.**

14) Section L.24.B.4 requires offerors to complete and submit Past Performance Questionnaires for at least five (5) contracts and/or subcontracts completed in the past three years, and all contracts and subcontracts that are currently in process, which are similar and relevant in nature to this requirement. Are subcontractors whose subcontracts are expected to exceed \$100,000.00 required to complete and submit Past Performance Questionnaires for at least five (5) contracts and/or subcontracts completed in the past three years, and all contracts and subcontracts that are currently in process, which are similar and relevant in nature to this requirement?

**Yes, if the total subcontracting value exceeds \$100,000.00, follow the provision set forth in L.10, entitled "Past Performance Information." However, the RFP will be amended to require Past Performance Questionnaires for only three (3) contracts or subcontracts completed in the last three (3) years.**

15) The solicitation currently does not contain FAR clause 52.226-1, the Indian Incentive Clause. Could this clause please be added to encourage prime contractors to use Native American firms?

**While EPA encourages all prime contractors to use Native American firms, at this time, due to budgetary constraints, we will not be able to add this clause to the RFP per FAR 26.104.**

16) Define P-Level.

**P-Level is defined as Professional Level.**

17) Define the type of commitment letter—for example, a commitment letter can be 1) a letter from the prospective employee stating that in the event of award they will be available to work on the

contract. or 2) a letter that has a formal offer of employment from the company (including salary) and an acceptance by the prospective employee. Please clarify.

**The Offeror must use it's own business judgement in determining the type of commitment letter they wish to submit.**

18) Can resumes be placed in an Appendix?

**Yes.**

19) \$6 million NAICS code cited; yet L.15 states no small business set aside?

**L.15 is correct. The NAICS code is also correct and applies to the entire procurement.**

20) Are Quality Plan and COI Plan excluded from 100 page limit?

**The RFP will be amended to reflect that the Quality Plan and the COI Plan will be excluded from the 100 typewritten page limitation.**

21) LOE of 12,500 Hours cited for Base and Option I, with 5000 for Option II. SOW requirements very comprehensive—Seems to require more than 12,500 hours—Copy of last procurement indicated 122,500 Hours. Is 12,500 correct?

**Yes.**

22) RFP cites 3 categories (Project Lead, Project Technical, Project Management) and states they are defined in Section M. Where in Section M are the definitions? Are these 3 categories the only labor categories permitted and are there any required qualifications or may the offeror identify proposed categories/qualifications?

**See question 2**